



**Shaun A. Suhoski**, Town Manager  
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### **MEMORANDUM**

TO: Athol Board of Selectmen  
FR: Shaun A. Suhoski, Town Manager  
RE: Town Manager's Report  
DT: June 16, 2020

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### **COVID-19 Reopening Updates:**

Town Hall: Staff returned to a more traditional schedule with enhanced safety protocols on Monday, June 8, and began accepting and booking face-to-face meetings by appointment only effective on June 15. Daily cleaning and weekly disinfection of the building was previously implemented as part of the required sanitation protocols.

Library: The full-time Library staff initiated a curb-side book delivery and return process on June 8 as well and reports indicate active use of this program. As reported previously, part-time staff have been furloughed until September due to the temporary closure of the building to the public as a direct result of the COVID-19 pandemic.

Senior Center: The building remains closed to the public and group functions, however, the Director and our facilities manager have developed a process to allow one-on-one appointments in a safe manner to complete tax preparation assistance for those seniors who had previously enrolled for this service.

Outdoor Recreation Areas: On June 11, a group including the public health agents, beach director, public works management, Town Counsel and the town manager reviewed the Commonwealth's reopening plan guidance as relates to our capacity to staff and manage the sanitary requirements for the beaches, parks and playgrounds. The following consensus was reached:

### ***Beaches: proposed unless otherwise directed***

- No lifeguard staffing summer of 2020
  - Town will conduct weekly water testing (details TBD but Ben King has labs and contacts)
  - Restrooms will not be opened
  - No porta-potties unless vendors can affordably clean daily
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- Signage: final language to be determined along the following lines:
  - NOTICE: DUE TO COVID-19
  - No lifeguards on duty – Swim at own risk
  - No facilities – carry in / carry out
  - Please be courteous and practice social distancing

***Parks and Playgrounds: proposed unless otherwise directed***

- Parks will be open dawn to dusk as per usual (eg. Fish Park; Silver Lake Park, etc.)
- Play areas / equipment (eg. Lake Park) to remain closed; will review with future reopening phases
- Fields may be reserved for allowed, organized groups of less than ten persons subject to state DPH / local BOH guidelines
- Organized sports leagues may be reviewed at later phase of reopening
- Restrooms will not be opened
- No port-potties unless vendors can affordably clean daily
- Signage: final language TBD along the following lines:
  - NOTICE: DUE TO COVID-19
  - No facilities – carry in / carry out
  - Observe all park rules and regulations
  - Please be courteous and practice social distancing

**Budget Update:** The Dept. of Revenue has approved the Town's 1/12<sup>th</sup> budget for continuity of operations into July. The Town Accountant and I have requested departments to complete their look-ahead for August and September by next week so that we can ensure a thorough review before seeking the Board's vote.

**Town Meeting:** The Town Clerk has suggested a small working group to develop options to safely conduct our next town meeting whenever scheduled. The group would include the Moderator, Town Clerk, FWAC member, BOS member, BOH member and Town Manager with input from Town Counsel. This is presented for the Board's consideration.

Today there was a conference call including the Lt. Governor and Undersecretary of Administration and Finance. The state is continuing with its 1/12<sup>th</sup> budgets until there is clarity on the federal level in terms of any further stimulus assistance for state, county and local governments. The Undersecretary said she hopes for more information in July. I would still request not setting a date for a town meeting until we have the next phase of information.

Thank you.